**College of Letters and Science**

**University Staff Professional Development Program**

**Budget Worksheet**

Note: Supporting documentation must be provided for all budget items. Include evidence of cost-saving where appropriate. If travel is involved, UW-Madison travel policies and procedures can be found at <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/>

|  |  |
| --- | --- |
| Professional Development opportunity for which you are seeking funding: |  |
| Beginning Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Total fees or costs (attach registration form, brochure, etc.)   | $  |
| Is the course for credit? \_\_\_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_\_noIs the course a requirement of the position? \_\_\_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_\_no |  |
| Other sources of funding you have applied for, if any, for this professional development opportunity: | $ |
| Air transportation (provide documented quote)  | $  |
| Ground transportation (For additional information on reimbursable transportation costs, please refer to the attached information sheet.)(UW fleet is preferred when available) # Days or Miles\_\_\_\_\_: x Cost per day/mile: \_\_\_\_\_\_\_ = Total: $ \_\_\_\_\_\_Other costs: Taxi, shuttle: $ Tolls: $ Parking: $ \_\_\_\_\_ | $  |
| Lodging (please note UW lodging maxima requirements) # Nights:\_\_\_\_\_\_ x Cost per night \_\_\_\_\_: $\_\_\_\_\_\_ Other charges (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Conference Rate? State or Government Rate?  | $  |
| Food (Not to exceed UW in state/out of state limits; food for local participants is not allowed) Brkfst: #\_\_\_\_\_\_\_ x Allowed rate\_\_\_\_\_\_ : $ \_\_\_\_\_\_\_Lunch: # \_\_\_\_\_\_\_ x Allowed rate\_\_\_\_\_ : $ \_\_\_\_\_\_\_Dinner: #\_\_\_\_\_\_\_ x Allowed rate\_\_\_\_\_ : $ \_\_\_\_\_\_\_Meals covered in registration? Breakfast #\_\_\_\_\_\_: Lunch #\_\_\_\_\_\_: Dinner #: \_\_\_\_\_\_\_ | $  |
| Other Expenses (e.g., books; list and justify)  | $  |
| TOTAL  | $  |